





Hints and Tips

SEE IT BETTER:

- **To magnify an area**, click the **Zoom Tool**  from the Toolbox. Click the **Zoom In**  and **Zoom Out**  tools on the Options Bar.
- **To move the picture in the window**, click the **Hand Tool**  from the Toolbox. Click and drag the picture.

UNDO A MISTAKE:

- **To undo one action**, select **Undo** from the Edit menu or press CTRL + Z.
- **To undo more than one action**, select **Step Backward** from the Edit menu or press CTRL + ALT + Z.
- **To undo ALL actions**, select **Revert** from the File menu.

CHANGE THE BACKGROUND:

- **To unlock the background**, double click the **Background** layer, and then click OK.
- **To change the color of the background**, select the **Background** layer from the Layers palette. Select **Fill** from the Edit menu. Click the **Use arrow** and select **Color**. From the color spectrum select a color and then click OK. Click OK.

TRANSFORM THE PICTURE:

- **To move a picture**, click the CTRL key or click the **Move Tool**  from the Toolbox and then drag the picture.
- **To resize or rotate a picture**, select **Free Transform** from the Edit menu, or press CTRL + T, or click the **Move Tool**  from the Toolbox and then select **Show Transform Controls** on the Options Bar. Make your changes and then click the **Commit transform tool**  on the Options Bar.
- **To warp a picture**, select **Free Transform** from the Edit menu, or press CTRL + T. From the Options Bar, click the **Switch between free transform and warp modes tool** . Make your changes and then click the **Commit transform tool**  on the Options Bar.
- **To flip a picture**, select **Transform** from the Edit menu. Select either **Flip Horizontal** or **Flip Vertical**.
- **To skew a picture**, select **Transform** from the Edit menu. Select **Skew**. Make your changes and then click the **Commit transform tool**  on the Options Bar.


APPLY A SHADOW, GLOW, OR OVERLAY, TO AN OBJECT:

- **To apply a shadow, glow, overlay, bevel, or stroke**, select **Layer Style** from the Layer menu. Make a selection from the list and then set the options. Click OK.





USING ADJUSTMENT COMMANDS:

- **To apply an Adjustment command to a Photoshop file**, you may first need to **RASTERIZE** the image. To do this, select **Rasterize** from the Layer menu. Select **Smart Object**.

WORKING WITH LAYERS:

- **To delete a layer**, right click on the layer and select **Delete Layer** from the menu.
- **To add a layer**, click the **Create a new layer tool**  at the bottom of the Layers palette.
- **To move a layer**, click on the layer in the Layers palette and then drag it UP or DOWN.

DRAWING SHAPES:

- **To draw a shape**, make sure that the **Shape Layers tool**  and **Create a new shape layer tool**  are selected on the Options Bar. If not, select these tool options.
- **To change the size of the shape**, click the **Shape layer** and then select **Free Transform** from the Edit menu, or click CTRL + T. Resize the shape and then click the **Commit transform tool**  on the Options Bar.
- **To change the fill of the shape**, double click the Layer thumbnail in the Layer palette . From the Color Picker dialog box, select a color from the color spectrum and then click OK.
- **To change the opacity of the shape**, click the **Opacity tool** on the Layers palette, and then click and drag the slider to the left or right.
- **To change the type of fill**, from the Layer menu, select **Change Layer Content**. Place a checkmark beside solid color, pattern, or gradient.

PAINT WITH A BRUSH:

- **To paint with a brush**, create a new layer by click the **Create a new layer tool**  at the bottom of the Layers palette. Click the **Brush Tool** from the Toolbox . Click and drag to paint.
- **To change the brush styles**, click the **Brush Preset picker**  on the Options Bar. Brush options are displayed. To select a brush style, click the **Brush Preset picker menu** . Make a brush selection from the list. A dialog box appears asking if you would like to replace the current brushes with the selected brush style, click OK.
- **To change the brush size**, click the **Brush Preset picker**  on the Options Bar. Brush options are displayed. To select a brush size, drag the **Master Diameter slider**.